

APPENDIX A - HURRICANE AND TROPICAL STORM PREPAREDNESS PLAN

HURRICANE AND TROPICAL STORM PREPAREDNESS PLAN	
<p>Day-to-Day Operations</p>	<ul style="list-style-type: none"> • Monitor all Atlantic tropical depressions and named storms from June 1 - November 30 for potential threat to South Carolina • Maintain up-to-date Hurricane and Tropical Storm Preparedness Plan • Provide EMT updated plan timely
<p>96 Hours Prior to Storm Arrival</p>	<ul style="list-style-type: none"> • The Chair of the Emergency Management Team (EMT) notifies President that the Team is being convened • EMT Chairperson to notify President of meeting results and President advises Executive Policy Group (EPG) • EMT to begin frequent monitoring of weather related media sources including but not limited to the National Weather Service, NOAA, FEMA, and PEMA • All departments to review storm procedures with key staff • Telecommunications to plan for alternate telephone lines • Procurement to secure satellite phones for EMT, EPG and other essential departments as needed • Assess available supplies of food, water and fuel should Shelter-in-Place procedures be required • Dining Services to review inventory and ensure it can provide food and water for all students and essential staff for at least a 72-hour duration • Ensure all emergency equipment is in a state of operational readiness • Individual departments ensure sufficient supplies are on hand to secure offices
<p>72 Hours Prior to Storm Arrival</p> <p><i>Continued</i></p>	<ul style="list-style-type: none"> • EMT meets • President convenes the EPG and EMT Chair briefs President and EPG • Essential departments conduct inventory of emergency equipment • Essential departments arrange delivery of cots and rental vehicles • All emergencies call lists are verified • Ensure that athletic equipment, outdoor research equipment, trash and recyclable receptacles, benches and all other loose items that may become projectiles are appropriately secured

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	<ul style="list-style-type: none"> • Ensure that contractors working on campus secure all equipment and materials from their site that may become projectiles in high winds • Libraries and Museums begin preparation for priority collections and exhibits • Begin backup of student records, library catalogs, alumni records and other relevant data • Individual departments report status of storm preparation procedures to EMT • Director of Fire and Life Safety reports to Charleston County EOC (Time varies depending on speed and severity of storm.)
48 Hours Prior to Storm Arrival	<ul style="list-style-type: none"> • EMT meets. Emergency Operations Center (EOC) is activated • EMT Chair briefs President and EPG • Departments arrange a location for securing College-owned vehicles during storm • Essential departments verify sleeping quarters for personnel • Activate alternative telephone lines for the President, EOC, Public Safety, Physical Plant and Information Technology • Procurement ensures delivery of satellite phones for EMT, EPG and other essential departments as previously arranged • Fiscal Services prepares for College's business continuity • The Office of Media Relations notifies appropriate media of College's hurricane preparedness plan and status, if deemed appropriate by President through the EPG • Individual departments report status of storm preparation procedures to EMT
24 Hours Prior to Storm Arrival	<ul style="list-style-type: none"> • The EMT assumes control of the College's operational responses during the remainder of the emergency • EMT Chair briefs President and EPG • All leaves and days off for essential personnel are cancelled • Arrange garage parking for all essential personnel • Evacuate all College buildings located in flood plains (Physical Plant to decide if shut down of utilities is appropriate) • Individual departments report status of storm preparation procedures to EMT
12 Hours Prior to Storm Arrival <i>Continued</i>	<ul style="list-style-type: none"> • EMT Chair briefs President and EPG • President and EPG make decision to close the College, cancel classes and/or evacuate or initiate Shelter-in-Place • Recall all essential personnel not already on campus • Fuel all vehicles necessary for emergency management • Public Safety to secure all unoccupied campus facilities

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	<ul style="list-style-type: none"> • All departments to complete back up of all computers • Individual departments report status of storm preparation procedures to EMT
<p>During Storm</p>	<ul style="list-style-type: none"> • Essential that all persons stay indoors throughout the entire hurricane. During the storm, for maximum protection, residents should remain in the hallways. Do not attempt to open windows or doors to see what is happening outside. • All persons on campus should follow the instructions of College officials, including Public Safety, Student Affairs, Residence Life and Housing and/or Physical Plant. • Avoid use of elevators to travel between floors, due to the possibility of a power failure • Students should provide their own flashlights to be used during a power failure. Do not use candles during power outages due to the increased fire hazard. Fire can be uncontrollable during a hurricane due to high winds and limited access to emergency vehicles. • Restrict telephone calls to emergencies only, since non-emergency calls can overload the phone systems
<p>After Storm</p> <p><i>Continued</i></p>	<ul style="list-style-type: none"> • At first light, Public Safety and Physical Plant personnel will assess damage to the campus and report conditions to the EMT. Damage will be documented and photographed • EMT to inform utility companies of damage or outages • EMT Liaison to EPG will report damage assessments to EPG • All Level 2 essential personnel to report to campus • The President, with assistance of EPG, to determine if it is necessary for Level 3 essential personnel to report to off-site or satellite location • Mobilize cleaning crews, remove plywood, tarps and coverings, standing water, replace broken glass and check and turn on elevators • Public Safety to assign two-person teams to all patrol areas to maintain maximum presence. Zero tolerance for any looters • Public Safety to post officers for security of severely damaged buildings • All employees to check the College emergency webpage or call 843.725.7246 for updates and status of campus. (If necessary, any-and-all employees will be requested to report to campus to assist with clean up activities.)

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	<ul style="list-style-type: none"> • The President, with the assistance of the EPG, to make the determination regarding students returning to campus housing and resumption of classes • EOC to remain operational until resumption of campus activity
Document Lessons Learned	<ul style="list-style-type: none"> • Evaluate plan efficiency and success and note areas needing improvement
Update Plan To Address Lessons Learned	<ul style="list-style-type: none"> • Update plan with improvements and furnish updated plan timely to EMT